

Budget Development System

Budget Data Release

Quick Reference Guide

1. Selected **Release Data to OFM** from the BASS Main Menu.
2. Select the **BDS** tab.
3. Select options for release.
4. Click the **Release** button.

Entire Version Release

Releases all maintenance and performance level decision packages by fund, FTE, and activity total at the same program level that the agency is appropriated by plus activity descriptive data, and all revenue data.

Specific Decision Package Release

Available for Performance Level decision packages and decision packages that contain only revenue. Will not overwrite previously released Activity Descriptive data. Please select "delete previous" box and re-release an entire version to ensure activity information is up to date. Select a package program to filter down to a specific decision package.

Agency: Office of Financial Management

PMTES - Tracking | **BDS** | BDS - Other | CBS

Release Budget Data to OFM

Budget Period: 2005-07 | Budget Type: R - Regular | Version: RL - Test Release

☒ Include Narrative, Fund, FTE and Revenue.

Package Program: Entire Version

Decision Package: All Decision Packages

☐ Include Working Capital. | ☐ Delete Previous Submittal Data for Entire Agency.

Release

3a. Select budget period of the data to be released.

3b. Select budget type of the data to be released.

3d. Check to include decision package data in the release. Leave unchecked if only releasing Working Capital.

3g. Check to include working capital data in the release.

3h. Only available if data has previously been released for the selected budget period. Checking this box will delete previous submittal data for a fresh release. Checking this box is necessary if any decision packages have been removed between releases.

2. Select to release BDS data. Only available if the user's security level authorizes.

3c. Select the version of data for be released.

3e. Select the program for data to be released or "Entire Version" for all.

3f. Select a specific decision package or leave "All Decision Packages" for release.

4. Click to release BDS budget data.